

INTERMOUNTAIN STATION

Central Reference File

No. 0.73

CORRESPONDENCE STYLE MANUAL

 **CENTRAL STATES**
FOREST EXPERIMENT STATION
Columbus 13, Ohio

Harold L. Mitchell, Director

FOREWORD

In September 1944, the Department of Agriculture prepared a basic Correspondence Style Manual for use by all agencies within the Department of Agriculture. The instructions contained in this manual are mandatory for use by all agencies of the Department.

Although the information contained in the Department Correspondence Style Manual relates to the basic rules for all agencies, much of it is not pertinent to correspondence conducted by the Forest Service. Similarly, some of its instructions apply only to the Washington office level of Department agencies, and consequently do not apply to field correspondence. Again, many references contained in this manual pertain to instructions that were in effect only during World War II, and are now obsolete. For these reasons, plus the fact that detailed procedure applicable to the conduct of business at this station makes it desirable to insert examples and further refinements of definitions, as they pertain specifically to the correspondence of this station, it is felt that a definite need would be filled by the preparation of a Correspondence Style Manual, for use by this station, following the basic rules and regulations laid down by the Department of Agriculture.

Special recognition and appreciation is given to the several members of the Central States Forest Experiment Station stenographic personnel for their splendid cooperation and assistance in the preparation of this manual.

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CORRESPONDENCE STYLE MANUAL

GENERAL STYLE

These instructions apply to all correspondence--letters, memoranda, and telegrams.

Paper

Letterheads are used for letters to persons or agencies not listed below; heavy white bond for second and succeeding pages.

Yellow memorandum forms (Standard Form No. 64) are used for first pages in all correspondence to the following:

Chief - Forest Service
Director - Forest Products Laboratory
All Regional Foresters
Station Personnel Officer
Regional Fiscal Agent
All Forest Supervisors
CSFES Branch Stations
All Directors of Experiment Stations

Second and succeeding pages should be on plain heavy yellow.

Standard Form No. 14 (long or short form) is used for telegrams.

Form CS-104 is used for outgoing teletype messages. Form CS-105 is used for incoming teletype messages.

Margins

About one and one-fourth inches should be allowed for right and left margins, for one page letters of long length, and for the bottom margin if the letter is more than one page long. For one-page letters of medium length, approximately one and one-half inch margin should be allowed for right, left, and bottom margins. For short letters, a margin of approximately two inches should be allowed for right, left and bottom margins. (Fig. 1.)

The top margin of the second and succeeding pages of a letter should be about one inch, to allow for binding and clipping. (Fig. 3.)

Margins should be adjusted to give the letter a well-balanced appearance. They should be reduced if the letter can be written on one page without appearing too crowded.

Paging

On second and succeeding pages of a letter, the following notation may be typed about one inch from the top, flush with the left margin and three spaces above the text: number of page, name of addressee, and the date. For example: "2-Mr. J. C. Blank-10/20/48." (Fig. 3.)

It is better not to begin a paragraph near the bottom of the page unless there is room for at least two lines on that page or unless there are at least three remaining lines carried over to the next page. (When typing manuscripts to be sent to Washington, begin each page with a new paragraph.)

Indentions

One style should be used in typing all letters, memoranda, and telegrams. Headings, paragraphs, inserts--all are blocked. The complimentary close is blocked with the name and title.

Inserts in text (especially long quotations) should be set in five spaces from the left margin and blocked. (Fig. 4.) Carry-overs in the addresses should be indented two spaces to show continuation. (Fig. 2.)

Spacing

Single spacing, with double spacing between paragraphs, is used for all letters and memoranda. Telegrams, rough drafts, and material to be printed are double spaced. Addresses and subject headings are single spaced.

Dates

On letters the date should be placed on the same line as the lowest line of the file designation, flush with right margin; on memoranda, on line provided. The month should be written in full and the day of the month indicated in figures without st, nd, or th, and without a period following the year. (Figs. 2 and 4.) The date should not be typed on letters that may be delayed for necessary clearance before signature.

Address and Salutation

See detailed instructions on page 9.

Attention Line

Attention lines are not recommended in letters. The opening paragraph may be used to name the subject or to call the letter to the attention of a particular person. If required, "Attention" should be placed in the inside address on the line below the person or company address. For example:

E. B. Blank Company
Attention: Mr. John Smith
809 West 9th Street
Spokane 19, Washington

On the memorandum form, an attention line is rarely necessary, but if needed, will have to be placed below "Subject." (Fig. 4.)

Special Handling

In letters, instructions such as AIR MAIL, SPECIAL DELIVERY, REGISTERED MAIL, and CONFIDENTIAL should be typed in capital letters, underscored, and centered two spaces above the inside address of the letter and two spaces below the file designation. (Fig. 2.) On memorandum forms such instructions should be underscored and centered two spaces below the last line of the heading or attention line if used. (Fig. 4.) On the envelope these instructions should be typed two spaces above and to the right of the address and underscored. (Fig. 8.)

File Reference

Reference to the correspondence file, when requested by the correspondent, should be included in the acknowledgment sentence of the letter. For example: "Your letter of March 2 (File AAEC 26), etc.," and "Your letter of March 2, designated R-CS, FINANCE, General, etc."

Complimentary Close

The letter is the only correspondence form with a complimentary close. This closing should, wherever possible, be typed beginning slightly to the right of the center of the page and two spaces below the last line of the body of the letter. (Fig. 2.) "Sincerely yours," or "Very truly yours," is used in closing, according to choice or to fit the type of letter.

Signature and Title

Station policy regarding signature of memoranda and letters originating in the Columbus office is summarized below for your information and guidance:

1. a. Capitalization. The Director's name at all times should be typed in capital letters. The Acting Director's name should be typed in upper and lower case. When the dictator's name alone appears in the letter, it should be typed in capital letters.
- b. Spacing. When the Director signs the letter, five spaces should be left between the complimentary close and his name; when the Acting Director signs, two spaces should be left between

the complimentary close and the Director's name and four spaces between the Director's name and the Acting Director's name.

c. Title. In letters for the dictator's signature, his title should be blocked under his name; this rule also applies to letters for the Director's signature. In letters where the "Acting" signs for the Director, his name and title should appear on one line, as well as the Director's name and title. In those instances where the Chief or Acting Chief of a division signs the letter, it would be well to put his title directly after his name and block the name of the division under the signer's name.

Examples of the above instructions are given later in the text. (See also figures 2 and 3.)

2. With the exceptions listed below, all official correspondence to the Washington office, Regional office, other Forest Service units, other state and federal agencies, and the general public, will be prepared for signature by the Director or the designated Acting Director. (Fig. 2.)
3. One exception to this general rule is routine administrative correspondence, which may be prepared for the signature of the Administrative Assistant as Acting Director.
4. The F.U.S. unit, and to a lesser extent other Divisions, carries on a voluminous routine correspondence with wood-using industries and the general public, largely answering questions, exchanging ideas, or supplying technical information. Because of the volume and routine nature of this type of correspondence, it will ordinarily be signed as follows:

Very truly yours,

HAROLD L. MITCHELL, Director

By: Ralph K. Day
Forest Utilization Service

or

By: E. V. Roberts, Acting Chief
Division of Forest Economics

5. Another exception to this rule is purely technical (often semi-personal) official correspondence, not involving Forest Service or station policy, carried on with professional colleagues, regardless of connection, and/or with cooperators and friends of the station with whom you have frequent and close contacts. Such letters may be prepared for the signature of the dictating officer over his own title: Forester, Silviculturist, Division

Chief, etc. An example follows:

Very truly yours,

KARL E. MOESSNER
Forester

6. Correspondence to our Research Center Leaders or other field supervisors regarding matters for which a given division is clearly responsible, such as work assignments, review of plans, etc., will be signed by the Division Chief, his designated Acting Chief, or the division officer in direct charge of the field work in question.
7. In the case of correspondence with Research Center Leaders relating to studies for which a given division has primary technical responsibility, but in which other divisions may have an important stake, the responsible Division Chief will solicit comments from other interested Division Chiefs, staff specialists and/or the Director, draft an appropriate memorandum, and sign as the Division Chief with primary technical responsibility. In such cases the correct file designation (RE, RS, RP) will ordinarily determine who has primary technical responsibility, and thus indicate who should assume leadership in preparing and signing the correspondence.
8. All correspondence to our field offices which involves inter-divisional effort, or which for other reasons bears an "R" designation, will be prepared for the signature of the Director, the designated Acting Director, or the Administrative Assistant.

Enclosures or Attachments

When an enclosure or attachment accompanies a letter or memorandum, the word "Enclosure" should be typed on the original and all copies, flush with the left margin and below the body of the correspondence. For more than one enclosure or attachment, add a figure to indicate the number. Unless identified in the letter or memoranda, enclosures should be listed on all file copies. Be brief. Use the reverse side of file copies for long lists. (Figs. 2 and 4.)

Identification of Dictator and Stenographer

The legend on file copies of letters, memoranda, telegrams or teletypes should identify the dictator, and the stenographer in this manner:
HLMitchell:JD or HLM:JD.

Copies

The number of carbon copies should be reduced to a minimum to save work, paper and filing space.

Carbon copies of both letters and memoranda should be prepared as follows:

1. Routine. One on thin blue, and one on yellow second sheet. For letters or memoranda of a confidential nature, thin blue copy will be omitted.
2. Dual File Designation. One on yellow second sheet for each file designation specified, and one on thin blue. Use of dual designations should be held to a minimum.
3. Material Sent Separately. Same as routine except one extra copy (thin white letterhead if letter is written and thin yellow memorandum form if memo is used) to go with material. Mark this "Copy for package."
4. Other Letters or Memoranda. Number of copies and type of paper as may be specified by dictator.
5. In those instances where it seems advisable, and where a satisfactory and efficient reply could be made, it would be well to enclose a carbon copy of the original letter for the addressee's convenience to return to us with his reply indicated thereon. This is especially desirable in routine correspondence between units of the station, and between the station and other Forest Service offices.
6. When copies are to be sent to persons other than the addressee, their names should be listed on the file copies, following the symbol "cc" typed flush with the left margin and two spaces below the title of the signer (in case of a letter), or approximately six spaces below the last line of the body (in the case of a memorandum). In the event of an enclosure, symbol "cc" should be placed two spaces below "Enclosure." The typist or stenographer preparing such letters should be sure to see that an addressed envelope accompanies each carbon being sent to persons other than the addressee, except when correspondence is being sent to the following (in these instances, the mail clerk maintains a supply of addressed envelopes):

Chief
Forest Products Laboratory
Regional Forester - Region 9
Regional Fiscal Agent - Region 9
Station Personnel Officer - Region 9
CSFES Field Units

Initialing File Copies

The file copy (yellow second sheet) of every letter or memorandum should be initialed by the dictator when the correspondence is to be signed by other than the dictator. All other station members to whom the letter is routed for review should also initial it before signature. These initials should appear in the lower right corner of the first page of the file copy.

Postscript

A postscript is not good form, but may be used to avoid rewriting a letter. It should be copied on file copies.

Enclosing Envelopes or Labels

When enclosing an envelope or a label for reply, use a statement similar to: "An official addressed envelope, which requires no postage, is enclosed for your reply," or "We are enclosing addressed official label which requires no postage, if used in sending official documents."

Assembling the Letter File

Letters or memoranda with or without enclosures should be fastened together in the following order:

1. Routing Tag. (A small slip of paper bearing penciled initials of author and person who is to sign letter.)
2. Original.
3. Enclosures. (If too large or too small, place in envelope.)
4. Envelope. (Underneath enclosure and original, with flap over top of original.)
5. Carbon copies to be sent to other persons. (With envelope as above.)
6. File copy to be initialed. (A paper clip or slip of paper may be attached to "flag" this copy.)
7. Other file copies. (With copies of enclosures, if required.)
8. Incoming letter and attachments.
9. Previous correspondence. (Attached if not too bulky.)

Letters or memoranda for which material is sent separately should be fastened together with a paper clip in the same order as above except:

1. Carbon copy marked "Copy for package" followed by carbon copies for other persons.
2. Franked label for enclosure is fastened with clip to carbon copy with a note, "Get enclosure from _____. " (Name of person holding package.)
3. Franked label with carbon copy and note should be promptly forwarded to mail clerk for necessary action.

Distributing Completed Letters or Memoranda

Stenographer takes letter file, assembled as above, to author, instead of putting in outgoing basket for messenger to pick up.

Author initials (see "Initialing File Copies," page 7) or signs and holds for pickup by stenographer.

Stenographer obtains letter file, folds outgoing correspondence (with all accompanying attachments), places in envelope and seals. The sealed envelope and reading file copy are then placed by the stenographer in the outgoing basket for pickup by messenger. The regular file copy will also be placed in the outgoing basket if the material is to be filed in other than the files maintained by the division she services. In the case of correspondence to be sent to any point where frequency of correspondence makes it advisable to consolidate outgoing material (see listing on page 6), stenographer should personally deliver such outgoing correspondence to the mail desk and place the material in the appropriate slot.

Promise Cards

When letter promises later action of any kind, for instance--meetings to be attended at a later date, information to be supplied later, action to be initiated or followed up later, reports, etc., to be supplied at later date--a promise card is prepared.

1. Date promise card is to be called to the attention (a few days before date action is required) in upper left corner.
2. Station file designation, if needed, should be placed in upper right corner.
3. Brief synopsis of promise made in letter with date of letter and request, and file designation, if used, if it differs from one given in upper left corner.
4. Initials of person to whose attention promise card is to be called, below synopsis.

Person preparing promise card then notes in pencil on pertinent correspondence that promise card has been made, showing due date, and their initials: "PC-10/20/48 MP."

Sample Promise Card

3/27/48	K(R)-CS PERSONNEL Recruitment
See Taylor's K PERSONNEL Recruitment letter of 3/15/48. Reply due 3/29/48 on any employees interested in assignment to Washington.	
MP	

The mail clerk is responsible for filing promise card and for bringing such card to author's attention on date(s) indicated in upper left corner.

ADDRESS AND SALUTATION

The examples of address and salutation shown in the following pages conform to the style of the Department of Agriculture, but are not the only acceptable ones.

Address

The inside address should be single spaced, each line flush with the left margin, except carry-overs, which are indented two spaces. A title may be placed either on the line with the name or on the next line (see following examples). The city and state should always be written on the same line. No end-of-line punctuation is used except for periods and abbreviations. Numerical names of streets through "Tenth" are usually spelled out when following directly after the address number; otherwise not. Examples: 246 Fifth Avenue; 246 West 5th Avenue. Postal zone numbers should be inserted between the name of the city and the state. (See "MAIL, Zone Numbers," page 17.) The zone number for the Columbus headquarters of this station is 15.

Honorable or Hon. is used with the full name in addressing federal, state, and city officials of high rank. If preceded by "the," Honorable should always be spelled out. The same rule applies to other adjective titles such as "Reverend." In the text the person can be referred to appropriately as "Mr. Blank," not "the Honorable Mr. Blank," or "the Reverend Mr. Blank." "Honorable Blank" and "Reverend Blank" are incorrect.

A firm name, particularly that of an incorporated group, should be written as it appears on the letterhead, even if it includes abbreviations and the ampersand (&).

Do not use two titles meaning the same thing, i.e., "Dr. A. W. Blank, M.D."

If there is doubt, after the letter, signature, and files have been examined, whether the correspondent is a man or a woman, use the masculine form of address. If the marital status of a woman is not used and not known, use "Miss." The term "Chairman" is used for both men and women.

For further examples of address, see Government Printing Office Style Manual, page 139.

Salutation

The salutation is placed flush with the left margin, two spaces below the address and two spaces above the body of the letter. (Fig. 2.) It is followed by a colon. Unless a familiar or special salutation is requested, use "Dear Mr. Blank" for an individual and "Gentlemen" for a firm or group. "Dear Sir" is used when the name is not known. "My dear Mr. Blank," "My dear Mr. Mayor," and "Sir" are formal salutations in this country. The title alone may be used for a prominent official, as "Dear Mr. Comptroller General," or "Dear Mr. Commissioner."

All titles used in the salutation or with the surname alone are spelled in full, except "Mr.," "Mrs.," and "Dr."

The salutation for an Acting Governor or a Lieutenant Governor of a state is "Dear Governor Blank."

The salutation for a letter addressed to more than one person is "Gentlemen," "Mesdames," "Ladies," "Dear Mr. and Mrs. Blank," or whatever seems appropriate.

Learn an official's preference before continuing the use of a previous title such as "Senator," "Judge," or "Governor." Note that some officials who have the degree of Doctor prefer "Mr." to "Dr."

MEMORANDA

A memorandum is prepared in the same general style as the letter except that a heading is used instead of address and salutation. Complimentary

close is omitted. Except for the most formal memoranda, Standard Form No. 64 is used instead of the letterhead. (Fig. 4.) (See "GENERAL STYLE" for instructions about dates, spacing, copies, attachments (enclosures), and arrangement of the files.) This form is used for all correspondence between organizational units of the Forest Service, wherever located, and also for all informal or routine correspondence between the Department and other federal agencies. It should never be used for private correspondence going outside the Government.

Heading

If names are used in the "TO" line, the title and enough agency identification and location should be included to insure delivery. A memorandum directed more to the particular office than to the individual should not carry the name.

On the "FROM" line, the name of the author should be typed in caps, then comma and title. If signed by "Acting," add the word "By," then name of person signing. Sample:

FROM: HAROLD L. MITCHELL, Director

or

FROM: HAROLD L. MITCHELL, Director By: H. C. Bradshaw, Acting

or

FROM: KARL E. MOESSNER, Forester

File Designation

The space provided for "SUBJECT" should be used for the file designation; such designation to be shown on a single line when possible. (Fig. 4.)

Signature

Even though there is no complimentary close, the memorandum should be signed or initialed at the bottom of the text. (Fig. 4.)

TELEGRAMS AND TELETYPE MESSAGES

Standard Form No. 14 should be used for the issuance of all Western Union messages, and Form CS-104 and 105, respectively, should be used for the submission and receipt of all teletype messages.

Outgoing telegrams and teletypes should not be allowed to accumulate in the office, but should be sent directly to the reception clerk (in the

case of the Columbus headquarters office) for immediate dispatch by the appropriate method.

Style

All parts should be typed in lower case with ordinary capitalization and punctuation. Block style and single spacing should be used in the address and double spacing in the body of the telegram. The date should be written in unabbreviated form, as on a letter. The appropriation to which the telegram is to be charged should be typed in the space provided. The class of service desired--straight telegram, day letter, serial, night letter, etc.--should be indicated to the left under the printed heading on telegrams and in the space provided on teletype messages. (Figs. 5 and 6.)

File designation should be shown in lower left corner of Standard Form No. 14, and CS-104. File designation will not be placed on CS-105, for incoming messages.

Address

The address should consist only of information necessary to effect prompt delivery. Standard abbreviations may be used, such as St., Ave., C.O.D., etc. Telegrams and teletypes to field personnel of this station should not include titles, divisions, or other superfluous words.

In the case of messages to private individuals, organizations, specific divisions of other Forest Service units, and other federal agencies, it may be necessary to include titles, divisions, or other pertinent information to insure prompt delivery.

Text

Eliminate words such as "the," "I," "to," etc., unless needed for clarity.

On telegrams within the Department of Agriculture the following symbols should be used wherever appropriate: (The first two letters indicate "your telegram," "your letter," etc., the third indicates the month--A, January; B, February; etc., and the figure indicates the day of the month.)

YTA13--Regarding your telegram Jan. 13
YLB13--Regarding your letter Feb. 13
MTC13--Regarding my telegram Mar. 13
MLD13--Regarding my letter April 13
OTE13--Regarding our telegram May 13
OLF13--Regarding our letter June 13
OPG13--Regarding our telephone conversation July 13

On all other telegrams and teletypes, use "Retel" or "Relet" (regarding your telegram or letter); "Reourtel" or "Reourlet" (regarding our telegram or letter). These combinations are counted at the rate of five

letters a word--"Retel" one word, "Reurtel" two.

No charge is made for the transmission of the following punctuation marks in messages between points in the United States: comma, colon, period, semicolon, hyphen, quotation marks, parentheses, question mark, and apostrophe. Using actual marks makes the use of the word unnecessary, in addition to eliminating the necessity for payment for such words.

Figures should be used instead of words to indicate numbers.

Signature

Signature should be as brief as possible but sufficient to identify the sender. The name of an individual and the agency or bureau will be transmitted with no additional charge. Title, division, and branches are seldom necessary, and, when used, are counted and charged. However, in telegrams involving matters of policy or delegation of authority, the title of signing officer may be necessary.

Copies

Original telegrams will be prepared on Standard Form No. 14, and three carbon copies--one thin blue, one thin pink, and one yellow second sheet. Distribution is made as follows: original to be given Western Union messenger boy by receptionist; thin blue to reading files; thin pink to be retained by receptionist until end of month and then sent to voucher clerk; yellow second sheet to be routed to appropriate station file.

Original teletype messages will be prepared on Form CS-104, with three additional copies--one thin blue, one thin pink, and one yellow second sheet. Distribution will be the same as for telegrams except that message will be telephoned to the teletype operator and original will be mailed to Public Buildings Administration, 1037 North High Street, Columbus, Ohio, at the end of each day.

Identification of Dictator and Stenographer

The same identification used on file copies of letters should be typed on all copies of telegrams and teletypes. (Figs. 5 and 6.)

Classes of Service

The following classes of telegraph service are available:

1. Straight. A straight telegram receives immediate transmission, having precedence over all other messages, either day or night.
2. Serials. Serials are messages sent on the same day by the same unit from the same originating point to the same addressee at

the same destination. These messages are transmitted as straight messages at a cheaper rate.

3. Day Letter. A day letter is a deferred straight telegram of 50 words or less. The rates, based on a minimum of 50 words, are ordinarily lower than those for a straight telegram. In order for a day letter to be delivered on the day of its issue, sufficient time must be allowed for transmission and delivery during regular office hours, subject to the priority accorded straight telegrams.
4. Longram. A longram message receives the same transmission as the day letter. This kind of service is used on messages of 51 words or more.
5. Serial Longram. This is a deferred serial message.
6. Night Letter. Night letters are low-rate over-night messages accepted at any time during the day and up to 2:00 a.m. for delivery the following morning or the morning of the next business day.

Although there is no "class" of service on direct teletype messages, those requiring "refile service" must bear proper class identification, as listed above--for routing over Western Union lines. The "refile service" consists of carrying the message as close to its destination as possible by the PBA system, and there refileing by commercial telegraph (at commercial telegraph rates) for the remaining distance.

At the present time, PBA serves the following cities:

Albany, N. Y.	Detroit, Mich.	Oklahoma City, Okla.
Albuquerque, N. M.	El Paso, Texas	Omaha, Neb.
Atlanta, Ga.	Ft. Worth, Texas	Philadelphia, Pa.
Baltimore, Md.	Hartford, Conn.	Phoenix, Ariz.
Birmingham, Ala.	Helena, Mont.	Pittsburgh, Pa.
Boise, Idaho	Houston, Texas	Portland, Ore.
Boston, Mass.	Indianapolis, Ind.	Raleigh, N. C.
Buffalo, N. Y.	Jacksonville, Fla.	Richmond, Va.
Charleston, W. Va.	Kansas City, Mo.	St. Louis, Mo.
Chicago, Ill.	Little Rock, Ark.	Salt Lake City, Utah
Cincinnati, Ohio	Los Angeles, Calif.	San Antonio, Texas
Cleveland, Ohio	Louisville, Ky.	San Francisco, Calif.
Columbia, S. C.	Memphis, Tenn.	Seattle, Wash.
Columbus, Ohio	Milwaukee, Wis.	Spokane, Wash.
Dallas, Texas	Minneapolis, Minn.	Tulsa, Okla.
Denver, Colo.	Nashville, Tenn.	Washington, D. C.
Des Moines, Iowa	New Orleans, La.	Wichita, Kansas
	New York, N. Y.	

Outgoing Messages

All telegrams and teletypes will be prepared by a stenographer of the initiating division, and upon preparation, will be initialed by the author. Original and all copies will then be given to the receptionist for transmission.

The receptionist, or her alternate, will ring for a Western Union messenger for telegrams; for teletype messages, she will telephone the PBA operator, and read the message to her.

The receptionist will insert time of submission and her initials on file copies of outgoing telegrams and the date, time of submission, and her initials on all copies of teletype messages.

See Exhibit A for addresses frequently used (from the Columbus headquarters office) for telegrams and teletypes.

Incoming Messages

All incoming telegrams are delivered by Western Union messenger. They will be received by the receptionist, or her alternate, and personally delivered by her to the appropriate division. The receptionist will maintain a record of all incoming telegrams.

Immediately upon receipt of incoming collect telegrams--and before they are delivered to the appropriate division--the receptionist will prepare, on Form CS-44, a copy of such message. (Fig. 9.) Specific instructions on the preparation of this form would appear to be unnecessary, as it seems that this form is sufficiently self-explanatory.

All incoming teletype messages are called in by the PBA teletype operator, and will be received by the receptionist. She will prepare the incoming message on Form CS-105, in duplicate. The original will be forwarded to the proper division, and the duplicate held until confirmation is received. Confirmation will be checked against file copy of CS-105 for accuracy, and date of receipt of confirmation placed thereon. Confirmation copy will then be attached to duplicate copy of CS-105 for filing. (Fig. 7.)

MAIL

Penalty Mail. Four Pounds or Less

Official correspondence of the Department, weighing four pounds or less, is transmitted through the mail without postage, under the penalty clause (indicia), which appears on the upper right corner of official envelopes, tags, labels, cards, etc. Such mail is referred to as "penalty mail." The Post Office Department is required by law to charge the Department of Agriculture for every piece of penalty mail. This charge is in lieu of

postage. Penalty envelopes, labels, cards, etc., should be used only for official business. Penalty mail is not free mail; the above items bearing the penalty clause (indicia) have a value. At the present time, each penalty indicia used costs the Department 1.86 cents.

If an error is made in addressing a penalty envelope, it can probably be salvaged by readdressing. If it is torn or damaged and cannot be used, a record should be made for inclusion in the mail clerk's "Monthly Report of Penalty Mail."

The use of the penalty envelope or label by non-Government groups or individuals transmitting information of value to the Department of Agriculture is defined in the Postal Laws and Regulations, and in the Regulations of the Department of Agriculture.

Personal use of the envelopes, even with stamps over the penalty indicia, is prohibited.

Use the smallest sized envelope possible. If a large, or bulletin-sized envelope is necessary for first class mail, write or stamp "Letter Mail" or "First Class Mail" on the envelope. "Batch" mail where possible, placing all mail in a single envelope rather than in several. This practice saves the Department money, since the Post Office Department charges us on a piece basis.

Foreign Mail

Foreign mail must be prepaid by means of postage stamps. Use envelopes, labels, wrappers, cards, or other articles not bearing the penalty indicia. Postage on all mail in excess of four pounds must be prepaid by means of postage stamps regardless of their destination.

Envelopes, labels, wrappers, cards, or other articles bearing the penalty indicia must be used for mail weighing under four pounds being sent to the following countries: any possession of the United States, Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Peru, Salvador (El), Uruguay, and Venezuela.

Air Mail

All air mail must be prepaid by the use of postage stamps or postage meter machine. Use envelopes, labels, wrappers, cards, or other articles without penalty indicia. (Fig. 8.)

Special Delivery, Registered Mail

Envelopes with the penalty clause should be used for special delivery and registered mail weighing four pounds or less.

Penalty Mail--More Than Four Pounds

The law requires that mail more than four pounds in weight, carry required postage. Labels with the penalty indicia cannot be used. Such material may be turned over to the station mail clerk (in the Columbus office) for wrapping and the affixing of proper postage.

Zone Numbers

The Post Office Department requests that zone numbers be included in addresses. This number, wherever possible, should be inserted between city and state in the address of all outgoing mail. Zone number should in all cases be included in the return address of all CSFES units.

Use of Chain Envelopes

All correspondence dealing with matters of confidential nature (including personnel material involving specific information concerning employees of the station) will be routed from its point of inception to its point of delivery within the station in "chain" envelopes. All incoming mail opened by the mail clerk that is of a confidential nature, will--after being date-stamped--in all cases be placed in chain envelope and thus routed to its proper destination. Similarly, all correspondence of a confidential nature being routed between divisions, or being routed by divisions to the mail clerk, will be so handled.

General

Careful consideration should be given to mail requiring postage to see that it will get the fastest handling for the least postage. For example, in some cases air mail may require more postage than special delivery service, but the latter service to the points in question will be faster than air mail.

The following sizes of envelopes are recommended for use in mailing:

1. No. 6 (small) white, for single-page letters.
2. No. 9 or No. 10 (medium) white for two or more pages.
3. No. 9 (white) for self-addressed envelopes to be enclosed (in No. 10 or larger) for reply.
4. Half letter-size (unnumbered) 6 1/2"x 10 1/2"Kraft envelopes for pamphlets or letters or enclosures to be folded once only.
5. Letter mail (unnumbered) Kraft envelopes for large enclosures and for letters that should not be folded, size 9 1/2" x 12" for letter-size enclosures and 10" x 14" for legal-sized enclosures.

FOREIGN CORRESPONDENCE

Detailed instructions on the preparation of correspondence addressed to persons in foreign countries will not be covered by this manual, since this station seldom initiates such correspondence.

It may be well to point out, however, that scientific, technical, and/or routine correspondence cannot be sent to the following countries without prior approval by the U. S. Government:

Russia
Estonia
Latvia
Lithuania
Yugoslavia
Bulgaria

Albania
Rumania
Poland
Hungary
Czechoslovakia
Finland

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
CENTRAL STATES FOREST EXPERIMENT STATION



ADDRESS REPLY TO
DIRECTOR
AND REFER TO

R-CS
PUBLICATIONS
Correspondence Style Manual

111 OLD FEDERAL BUILDING
COLUMBUS 15, OHIO

October 20, 1948

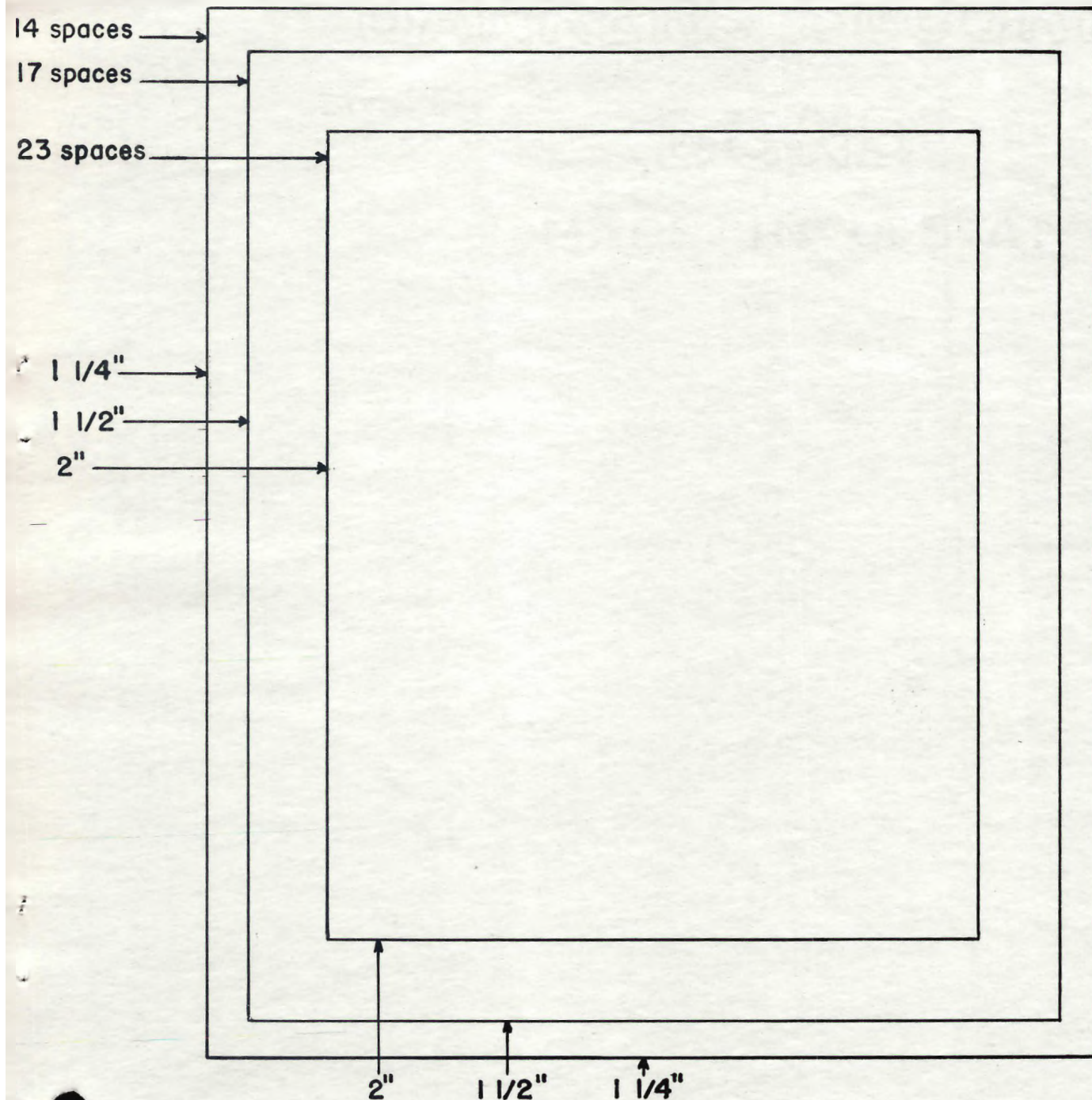


FIGURE 1

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
CENTRAL STATES FOREST EXPERIMENT STATION



ADDRESS REPLY TO
DIRECTOR
AND REFER TO

R-CS

PUBLICATIONS

Correspondence Style Manual

111 OLD FEDERAL BUILDING
COLUMBUS 15, OHIO

October 20, 1948 **Date opposite
lowest line of
designation**

2 spaces

2 spaces

AIR MAIL - SPECIAL DELIVERY

Mr. J. C. Blank, Chief
Training Division
Office of Price and Ration
Administration
Chicago 11, Illinois

Indent 2
spaces for
carry-over

2 spaces

2 spaces

Dear Mr. Blank:

2 spaces

We are enclosing a copy of the Department of Agriculture Correspondence Style Manual as requested in your letter of March 9, 1948.

Since you are interested in letter set-up, please notice the markings on this letter, which should show you the set-up of the average letter written in the Department of Agriculture. We try to make our letters have a "framed" appearance on the page. To do this, margins of about 1 1/4 inches are most desirable. Notice that the date is typed opposite the lowest line of the file designation and that special mailing instructions are typed two spaces above the address and centered. Two spaces also separate the salutation and the complimentary close from the body of the letter. We block the complimentary close with the title and signature, and if possible, block all three lines with the right margin. This gives the letter a well-balanced appearance.

1 1/4"

1 1/4"

You may also be interested in two other publications, which we are enclosing.

2 spaces
Sincerely yours,

5 spaces

HAROLD L. MITCHELL
Director

2 spaces

Enclosures-3

or

Sincerely yours,

2 spaces
HAROLD L. MITCHELL, Director

4 spaces

By: H. C. Bradshaw, Acting

2-Mr. J. C. Blank-10/20/48

3 spaces

It is better not to begin a paragraph near the bottom of the page unless there is room for at least two lines on that page, or unless there are at least three remaining lines to carry over to the second page.

Very truly yours,

ROBERT K. WINTERS, Chief
Division of Forest Economics

Enclosures-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief
FROM : HAROLD L. MITCHELL, Director By: H. C. Bradshaw, Acting
SUBJECT: R-CS, PUBLICATIONS, Correspondence Style Manual
ATTENTION: Dr. W. H. Larrimer

DATE: October 20, 1948

AIR MAIL - SPECIAL DELIVERY

Reference is made to Dr. Larrimer's memorandum of March 20, requesting two copies of this station's adaptation of the Department Correspondence Style Manual. Two copies are attached. A copy of this memorandum together with two copies of this style manual are being sent to the Regional Forester, Region 9.

We believe that this manual--prepared for the specific needs of this station--will fill a very definite need, obtaining uniformity in the preparation of correspondence by all dictators and stenographers in all divisions of the station.

Although many additions and deletions have been made from the Department Style Manual, we do not believe that our manual in any way conflicts with that issued by the Department. Also, as we pointed out in our "Foreword" to this manual:

".....Although the information contained in the Department Correspondence Manual relates to basic rules for all agencies, much of it is not pertinent to correspondence conducted by the Forest Service.."

We hope that this manual meets with your approval.

Attachments-2

Herbert C. Bradshaw

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Central States Forest Experiment Sta.
U. S. Dept. of Agriculture
BUREAU Forest Service
CHG. APPROPRIATION FRT 601-OH

U. S. GOVERNMENT PRINTING OFFICE

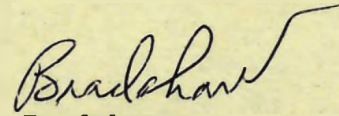
10-1723

Straight Wire

April 1, 1948

Carbondale Branch
Central States Forest Experiment Station
Post Office Building
Carbondale, Illinois

Wire estimates equipment, operation, and repair costs for quarter ending
June 30.


Bradshaw

Sent WU

Time: 1:30 p.m.

By : F.R.E.

HCBradshaw:EV

R-CS
FINANCE
Obligations, FY 1948

P. B. A. TELETYPE SERVICE

OUTGOING MESSAGE

C O N F I R M A T I O N

TRANSMITTED April 1, 1948, 9:00 A.M. ~~BY~~ BY TELEPHONE FJE
DATE HOUR INITIALS
 CLASS OF SERVICE Straight (THIS INFORMATION IS REQUIRED IN THE
 EVENT "REFILE SERVICE" IS NECESSARY.)
 FUNDS TO BE CHARGED FM-510

TO : Station Personnel Officer, Region 9

MESSAGE: YTC29. Desire immediate transfer John Doe for occupancy

P-2 position on Spoils Bank Project Buffalo.

HCBradshaw:EV

Bradshaw *E. C. Bradshaw*

NAME

CENTRAL STATES FOREST EXPERIMENT STATION
 111 OLD FEDERAL BUILDING, STATE & THIRD
 COLUMBUS 15, OHIO

FILE DESIGNATION
 K(R)-CS
 PERSONNEL
 Recruitment



(PMGC)

CENTRAL STATES FOREST EXPERIMENT STATION
ROOM 111, OLD FEDERAL BLDG.
STATE & THIRD STREETS
COLUMBUS 15, OHIO



SPECIAL DELIVERY

Mr. Frank C. Brown
128 Eddington Avenue
Cincinnati 8, Ohio

FIGURE 8

T E L E G R A M

CENTRAL STATES FOREST EXPERIMENT STATION
111 OLD FEDERAL BUILDING
COLUMBUS 15, OHIO

THE FOLLOWING TELEGRAM WAS RECEIVED COLLECT TODAY:

September

MONTH

10

DAY

1948

YEAR

8:20 a.m.

TIME OF DAY

Straight

TYPE

M. E. Becker

NAME OF PERSON FOR WHOM INTENDED

Madisonville, Ky.

NAME OF TOWN FROM WHICH SENT

MESSAGE: Received following telegram: "Your appointment approved. When can you report for work?" Indiana Division of Forestry. Have accepted Indiana offer. Can I be released in two weeks? Wire.

Eugene P. VanArsdel

NAME OF PERSON SENDING MESSAGE

M. McDonald

NAME OF PERSON RECEIVING MESSAGE

List of addresses frequently used for submission of telegrams from the Columbus office. (This list is subject to change; corrected lists--when changes occur--will be promptly furnished all holders of Correspondence Style Manuals.)

Ames Branch
Central States Forest Expt. Sta.
c/o Department of Forestry
Iowa State College
Ames, Iowa

Northern Ozark Branch
Central States Forest Expt. Sta.
Room 102, Building T7
University of Missouri
Columbia, Missouri

Carbondale Branch
Central States Forest Expt. Sta.
Post Office Building, Box 760
Carbondale, Illinois

Buckeye Branch
Central States Forest Expt. Sta.
P. O. Box 203
Athens, Ohio

Pittsburg Field Headquarters
Central States Forest Expt. Sta.
Room 213, Music Building
Kansas State Teachers College
Pittsburg, Kansas

Regional Forester
U. S. Forest Service
Madison Building
623 North Second Street
Milwaukee 3, Wisconsin

Station Personnel Officer
U. S. Forest Service
Madison Building
623 North Second Street
Milwaukee 3, Wisconsin

Regional Fiscal Agent
U. S. Forest Service
Madison Building
623 North Second Street
Milwaukee 3, Wisconsin

Kaskaskia Experimental Forest
Route 3
Elizabethtown, Illinois

Paint Creek Experimental Forest
P. O. Box 11
McGregor, Iowa

Robert W. Merz
U. S. Forest Service
Buffalo, Ohio

Forest Products Laboratory
North Walnut Street
Madison 5, Wisconsin

Chief
U. S. Forest Service
Washington 25, D. C.

EXHIBIT A



TERRITORY SERVED
BY THE
CENTRAL STATES FOREST EXPERIMENT STATION

FOREST SERVICE

UNITED STATES DEPARTMENT OF AGRICULTURE